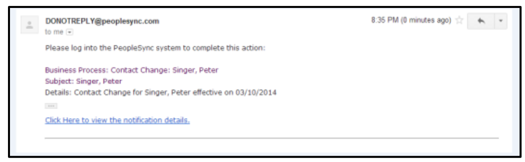
PeopleSync for New Hires

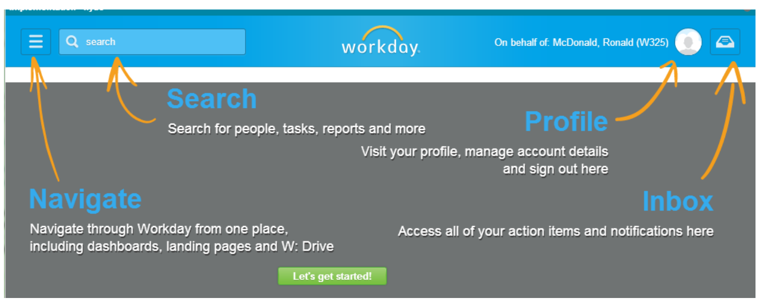
Welcome to PeopleSync at NYU! PeopleSync is the system used to manage HR, Payroll, and Retirement Elections for NYU. As a newly hired employee, there are several tasks you are required to complete in PeopleSync. This tip sheet can be used to help you complete these tasks.

After you have received and activated your NYU NetID, you can access PeopleSync to complete each item covered in this tip sheet.

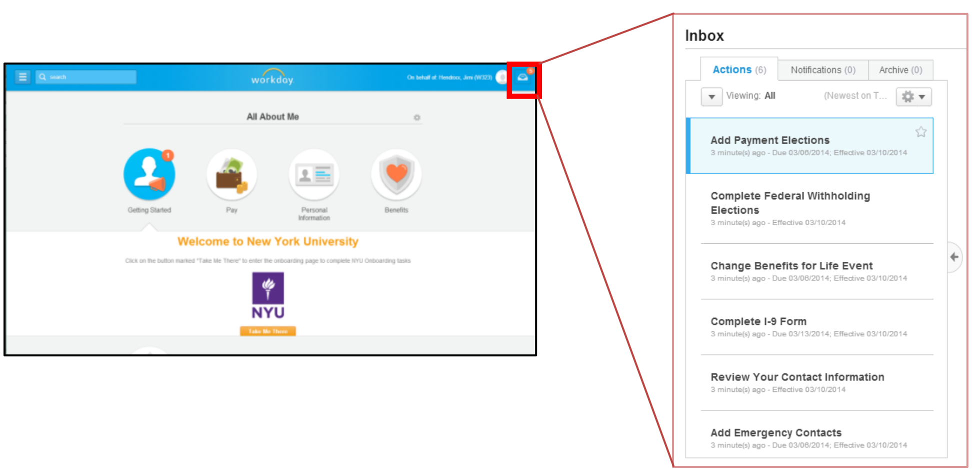
Please note that you may receive notifications in your nyu.edu email account indicating you have tasks to complete. If you do not see tasks in your email, you can access PeopleSync directly via your Work tab on NYUHome <LINK>.



When you log in to PeopleSync for the first time, you will see navigation hints.



After clicking the green "Let's get started!" button, you will see a Welcome message and various icons with tasks you can complete at any time. Click on the **Inbox** icon in the upper right hand corner of the page to access your assigned onboarding tasks.



PeopleSync for New Hires

Below is a list of NYU onboarding tasks you are required to complete in PeopleSync:

- Review your contact information
- Complete your I-9 form
- Add your emergency contacts
- Make direct deposit payment elections
- Add your Federal Income Tax withholding elections (Form W-4)

If eligible, you may also receive tasks for the following:

- Enroll in your retirement benefits
- Waive the NYU Retirement Plan enrollment wait period

Note: While each of these tasks can be initiated in PeopleSync, some changes to your information may require review and approval by HR, Payroll, or Benefits team members

Once you have completed all of your onboarding tasks, you can view additional tip sheets to help you navigate PeopleSync and learn what other tasks are available for you, such as:

- Navigating PeopleSync
- Change Preferred Name or Change Legal Name
- Viewing Personal information
- Viewing your payslips
- Add/Update Direct Deposit

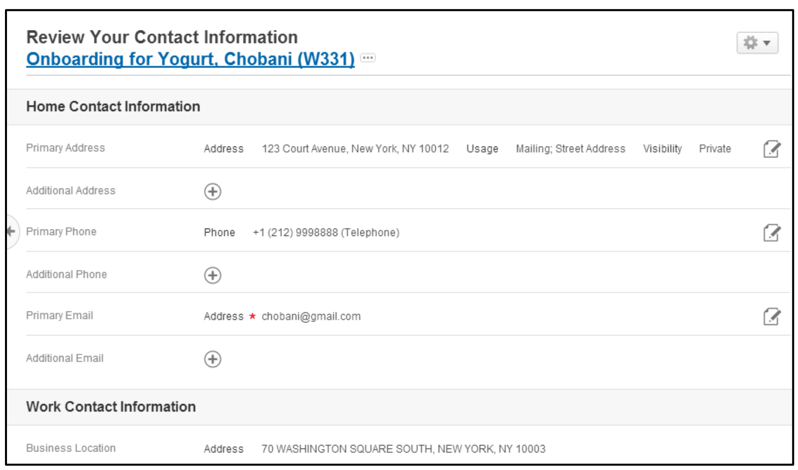
Additionally, you can update any of the information entered during onboarding at any time. See the summary in each section of this document for links to other PeopleSync tip sheets.

If you have any questions while completing your NYU onboarding tasks in PeopleSync, please contact Law HR at 212-998-6104, or NYU PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

Review Your Contact Information

In PeopleSync you are able to review and update Personal Contact information. Your Work Contact information, including building and Primary NYU.edu email address will be populated automatically and cannot be changed.

For more information on changing your contact information after completing onboarding, please reference the *Change Contact Information* tipsheet.

Steps	Screens
1. In your PeopleSyn inbox, locate the **[Review Your Contact Information]** task ***Note:*** This task may not appear at the top of your Inbox, but should be completed first.	
2. You will be able to edit the following Primary and Additional values for: • Personal Address • Home Phone • Home Email Use the icon to make changes to existing information and the icon to add new information.	
3. Click **[Submit]** once the changes are complete	

Complete your I-9 Form

As a new employee, you are required to complete an I-9 form to verify employment eligibility. NYU uses PeopleSync I-9 forms to capture this information.

> **What is the I-9 Form?** The I-9 Form is a United States Citizenship and Immigration Services form used by employers to verify employees' identities and to establish that workers are eligible to accept employment in the United States. It is officially known as the Employment Eligibility Verification Form. Employers are legally required to have employees complete the I-9 Form, including providing required original supporting documents to establish the identity and eligibility of any individual hired to perform work for an employer in the United States.

After completing the initial Section 1 of the I-9 Form as outlined below, you will need to bring acceptable verification documentation on your first day to complete the form. Details of acceptable documents can be found here: http://www.nyu.edu/content/dam/nyu/hr/documents/ei9.pdf

Process Overview: To complete your I-9 Form in PeopleSync, you will fill in the following information:

- Full legal name
  - Other names used, if applicable (e.g., maiden name)
  - Current address, including street name and number (no P.O. Box), city, state and ZIP code
  - Date of birth
  - Indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
  - Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)
  - Electronic Signature and date

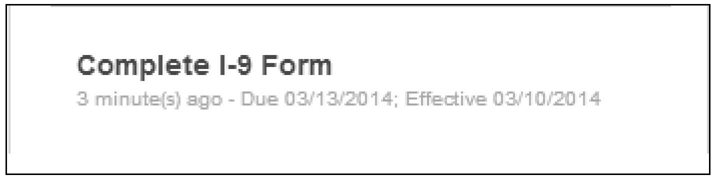
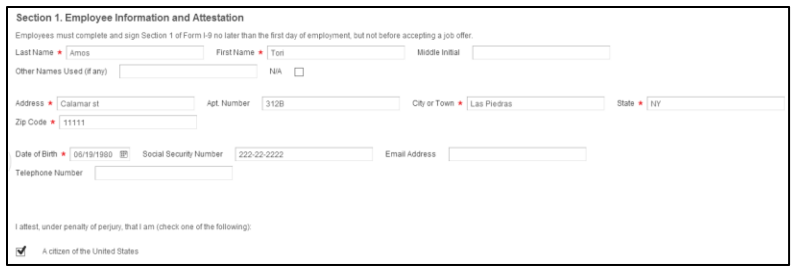
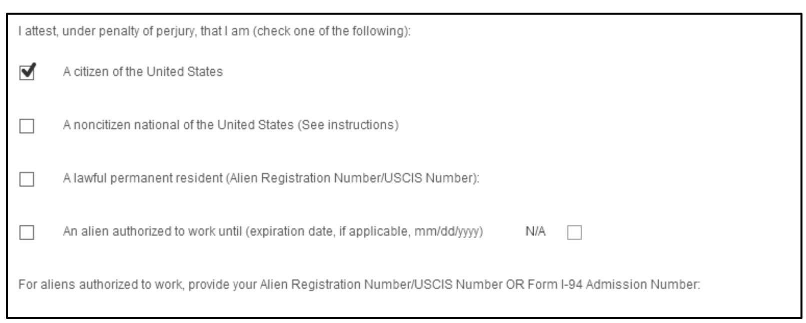
Additionally, you may also provide the following optional information:

- Social Security number
- Telephone Number
- E-mail Address

Please note: information may be pre-populated when you open your I-9 form in PeopleSync, including Name, Address, Date of Birth and Social Security Number. If the information that appears is incorrect, please contact HR before proceeding.

Once you submit the first section of the I-9, you must provide acceptable forms of personal identification to HR for approval. Note that only signed, original documents are accepted. Photocopies are NOT accepted. To learn more about acceptable documentation, visit the US Citizenship and Immigration Services Website.

Note: If you need remote verification or translator assistance, please contact PeopleLink for support.

Steps	Screens
1. In your PeopleSync inbox, locate the **[Complete I-9 Form]** task	
2. The *Complete I-9 Form* page displays. • Read the form carefully and follow instructions to fill out Section 1. • Some information may pre-populate in this section. If the information is incorrect, contact your Hiring Manager or PeopleLink before proceeding. ***Note:*** Fields marked with a red asterisk are required in PeopleSync For more information you can visit: http://www.uscis.gov/i-9	 Required Fields • First / Last Name* • Address*, City*, State*, Zip Code* • DOB* You can also enter: Social Security Number, Email Address and Phone Number. If the pre-populated information is incorrect, please contact your Hiring Manager or PeopleLink before proceeding.
3. You will also be required to identify yourself as a: • US citizen • Noncitizen national • Lawful permanent resident • Alien authorized to work until a specific date	

<table>
<tr><th>Steps</th><th>Screens</th></tr>
<tr><td>

4. Scroll to the bottom of the page and provide your electronic signature by checking the *"I Agree" box*

Click **[Submit]**

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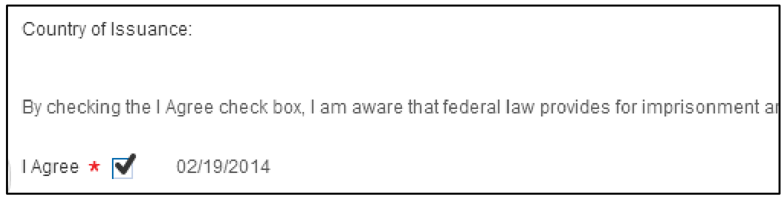

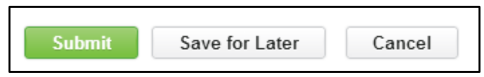

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5. To complete your I-9 Form, you must provide acceptable forms of personal identification to HR for approval. Only signed, original documents are accepted. Photocopies are NOT accepted.

Note: Student employees are required to bring supporting documentation of their I-9 to Wasserman

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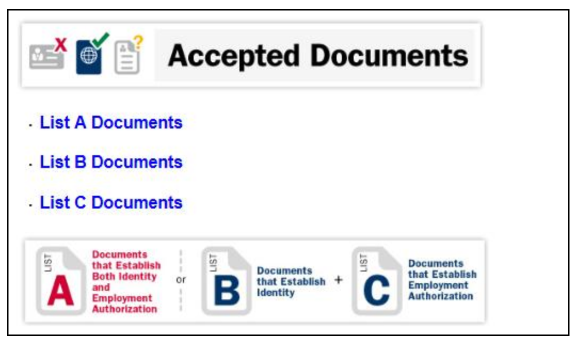
The I-9 Process is not complete until original copies of acceptable verification documentation are submitted to HR or your Hiring Manager to approve the process.

An email reminder will be sent to your nyu.edu email once you submit the form in Step 4.



Details on acceptable documentation can be found here: http://www.uscis.gov/i-9-central/acceptable-documents

If you have additional questions, please contact PeopleLink.

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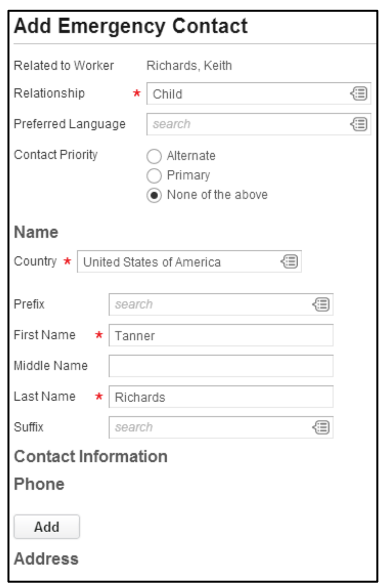
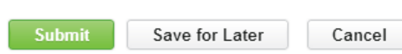
Add Emergency Contact Information

As a new employee at NYU, it is important to provide contact information, should there be a need to contact someone in an emergency.

For more information on updating your emergency contact information after completing onboarding, please reference the *Change Emergency Contacts* tip sheet.

While you have the ability to enter various details for emergency contacts, please ensure you enter at least **Name**, **Relationship to the Contact** and a **Phone Number** for each person added.

Steps	Screens
1. In your PeopleSync inbox, locate the **[Add Emergency Contact]** task.	 Click on the Green "Add Emergency Contact" button to get started. 
2. On the *Add Emergency Contact* page, enter the following: • Relationship • First and Last Name • Phone Number ***Note:*** Additional contact information can be entered (e.g. , address or email) but a phone number is preferred to ensure quick contact ***Note:*** Preferred Language and Instant Messenger should not be completed.	
3. Click **[OK]** to submit.	
4. From your Inbox, click **[Submit]** on the task	

Enroll in Direct Deposit by Adding a Payment Election

As an NYU employee, you have the option to receive your NYU paycheck through Direct Deposit. Using PeopleSync, you may add up to five Direct Deposit accounts to your record.

For more information on updating your Direct Deposit information after completing onboarding, please reference the *Change Payment Elections (Direct Deposit)* tip sheet.

In order to add/update an account, you need a Bank Name, Routing Number and Account Number.

Note: Direct Deposit changes may take 1-2 weeks to take effect.

Steps	Screens
1. In your PeopleSync inbox, locate the **[Add Payment Elections]** task Note: if you do NOT wish to add Direct Deposit, click Submit on the task to remove it from your Inbox. You will then be paid via a paper check; accounts can be added at a later time, if desired.	 Click the green "Add Payment Elections" button to get started. 

<table>
<tr><th>Steps</th><th>Screens</th></tr>
<tr><td>
2. On the Payment Election Option page, enter the following information:

Account Nickname (optional)
Account Type*
Bank Name*
Routing Transit Number*
Account Number*

Note: You should NOT change the Payment Type (defaults to Direct Deposit) or the “Use for Pay Type” checkboxes.
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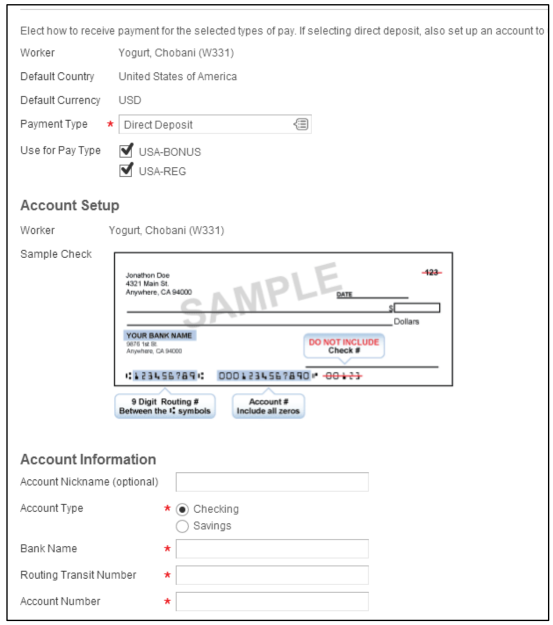

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<tr><td>
3. Use the [Change Account] or [Delete Account] buttons to adjust account details
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<tr><td>
4. Click [Change Election] to update the distribution of payments across accounts
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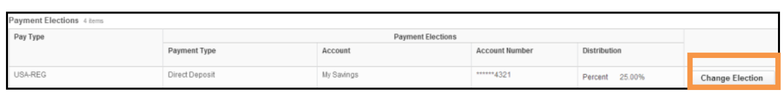

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<tr><td>
5. On the new Payment Election page use the icon and icon to add or remove payment election rows
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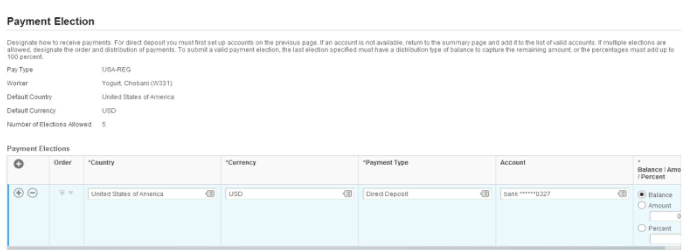

Note: When you allow more than one allocation for a pay type you must specify how to distribute the payments
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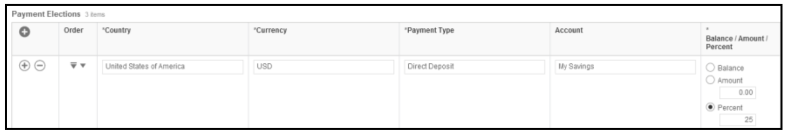
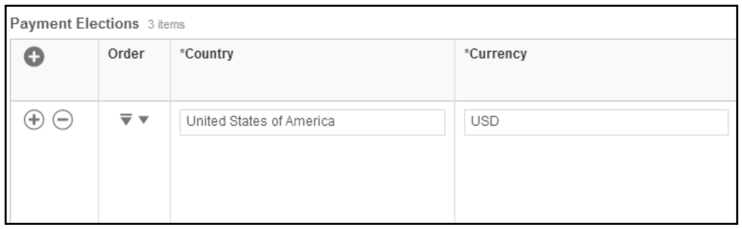
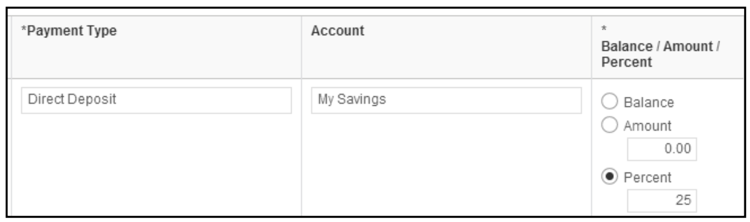
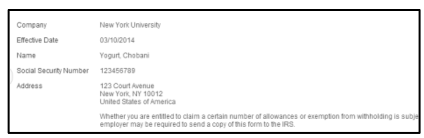
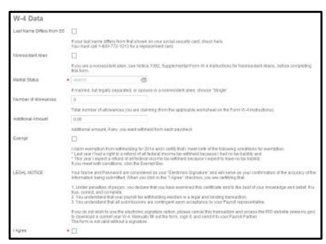
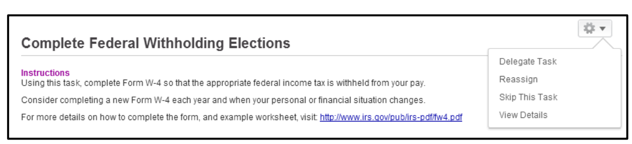
Steps	Screens
6. In each payment election row, add the following information: • Country* • Currency* • Payment Type* • Balance /Amount / Percent* ***Note***: Under *Payment Type*, you should choose **Direct Deposit** ***Note:*** You must use a **Balance** distribution type for the last election if the combined **Percent** does not equal 100%	  
7. Click **[OK]**	

Add Federal Withholding Elections (W-4)

You can make Federal Withholding Elections by filling out an electronic W-4 form to indicate amount of federal income tax withheld from your pay. For more details and example worksheet to help you complete the form, click here. This task is *optional* task; you will default to “Single, 0 Exemptions”.

For more information on updating your W-4 after completing onboarding, please reference the *Federal Withholding Elections (W-4)* tip sheet.

Note: If you are a Non-Resident Alien, do NOT complete the W-4 form in PeopleSync until directed to do so by a Hiring Manager or HR. Documentation in Glacier must be completed prior to W-4 elections.

Steps	Screens
1. In your PeopleSync inbox, locate the “Complete Federal Withholding Elections” task.	 Note: If you do not wish to make Elections, skip to step 5.
2. Information at the top of the form populates based on your employee record.	
3. Complete the form to note your elections	
4. Check “**I Agree**” and click **[Submit]**.	
5. If you do not wish to make elections, click the icon and select **[Skip This Task]**	
6. Add a comment and click **[OK]** to complete the task	

Benefits Enrollment in PeopleSync

NYU has a long-standing commitment to provide high-quality employee benefits and programs that meet the needs of our diverse community. Faculty and staff may choose from several health and welfare plans and have access to a NYU retirement plan.

Health and Welfare Plans

You will find valuable information about the NYU health and welfare plans, online resources and tools available on the Benefits Resource Center. The Benefits Resource Center, NYU's secure intranet portal, is your resource for plan information, decision support tools to assist in selecting the NYU plans that are right for you, declaring life events, designating a life insurance beneficiary, and more. It's important that you familiarize yourself with NYU benefits, as you will need to make some important decisions and complete your enrollment within 31 days from your date of hire.

NYU Retirement Plans

You are eligible for a NYU retirement plan based on your position with the University. If eligible, through PeopleSync you have the opportunity to initially enroll or to make changes to your NYU Supplemental Tax Deferred Annuity (STDA) plan, NYU Retirement Plan for Members of the Faculty, Professional Research Staff and Administration or 457(b) Deferred Compensation Plan elections.

If you receive this task in your onboarding list in PeopleSync, please refer to the Change Retirement Benefits Elections and Waive 12-Month eligibility waiting period tip sheet for more details.